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Follow up -

*File
Speedies -*

13 October 1965

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Invitation to Address the Support
Services Course for Career Trainees

1. You are invited to present the following subject _____

"CIA Records Management Policies"

in the Support Services Course for Career Trainees on Friday, 29 October 1965,
0830-0930 in Room 803, 1000 Glebe Road.

2. Attached are a schedule and a guidance sheet which tells of the
nature of the course, the student body and gives some suggestions for handling
your subject. If you desire any further assistance in the preparation of your
presentation please contact the Course Chief Instructor, [REDACTED]

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[REDACTED]

MBaird

MATTHEW BAIRD
Director of Training

Attachments:

- A. Schedule
- B. Speaker Guidance